

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120122-9

REPORTS INVENTORY

DDS/OL/SD-64

PREPARE IN DUPLICATE

XXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTINGLocation ☐ Consolidated Activity Register

3. FUNCTIONAL AREA

☐ PERSONNEL☐ TRAINING☒ LOGISTICS☐ SECURITY☐ MEDICAL☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not
number of copies)

1

Semi-Annual

1

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer Print-Out

☒ YES☐ NO

IF YES GIVE ADP PROCESSING NO.

120

10. PREPARING COMPONENT (include lowest level
contributing information to report)11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)OCS, ☐

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-5	3.15	18	56.70	2	113.40

B. COSTS OF COMPUTER PRODUCED REPORTS

			4.75	2	9.50
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TOTAL COSTS PER YEAR

122.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is required as a basic reference, research and analysis
tool. In addition, it is used for reconciliation purposes.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25 Sept 70

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- AC/OL/SD/SMB/GMMS

FORM
9-70

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Classification

(22-36-43)